

Mary Webb School & Science College



Learning Mentor



Pontesbury
Shrewsbury
Shropshire
SY5 0TG

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Dear Applicant,



Thank you for your interest in our vacancy for a Learning Mentor.

In this pack you will find the following information:

- Letter from the Headteacher
- Advertisement
- Information about the school
- Job Description
- Person Specification
- Information on how to apply

Thank you for showing an interest in our school. Having read the enclosed information, I trust you will feel encouraged to apply for the learning mentor vacancy within the Personalised Learning Department.

The department is expanding and is highly successful in providing general classroom support for targeted students, support to named students and bespoke mentoring programmes .

The successful candidate would work under the direction of the Assistant Headteacher (Student Support, SENCO and Transition) to support access to learning for students and to assist teachers in the management of students and the classroom. This may include the preparation and development of resources when working with students out of the classroom.

An application would bring you a step closer to working in a busy, but really friendly and supportive environment.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

I look forward to receiving your application.

Yours sincerely

P.J Lowe-Werrell

Peter Lowe-Werrell
Headteacher

Advertisement



Learning Mentor

Required September 2022

Permanent

The post is 27½ - 32½ hours per week, term time plus 3 PD days and Grade 6 (£10.60 - £11.47).

Mary Webb School and Science College is a successful and popular specialist science college, situated in a beautiful location, a few miles south of Shrewsbury.

Governors wish to appoint a learning mentor to join our expanding and successful personalised learning department, to provide bespoke support to a range of students who have academic and/or pastoral support needs.

Potential candidates are encouraged to contact the school to speak to Assistant Headteacher, Kirsten Mould. Further details and an application form are available on the school website. The school does not accept CVs.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Closing date: 12pm Thursday 7th July 2022



Information about the school

Mary Webb School and Science College is situated in a particularly beautiful location in the village of Pontesbury, just a few miles south of Shrewsbury. The site, surrounded by hills and woodland, provides an ideal setting for a school that aims to provide an educational experience firmly rooted in a modern rural context. We seek to open minds and widen horizons by ensuring that all our students are prepared for the challenges of life in the 21st century.



As a relatively small community secondary school of about 700 students, staff and governors, we feel that the school has a number of distinctive features that makes it a little bit special. We aim to provide an environment in which each and every student can develop and flourish, and where the pursuit of excellence, in terms of personal development and academic achievement, is the aspiration of all. Relatively small class sizes ensures that every student receives personal attention.

The curriculum at Key Stage 4 is based around a core GCSE offer. We believe that this provides students with robust qualifications that support transition to post-16 education, training and employment. GCSE examination results at Mary Webb School and Science College have been good in recent years and are above national averages for attainment and progress across the curriculum. Our Progress 8 score in 2019 was 0.06, with a number of students achieving GCSEs in English and mathematics at grade 4 or above being 73%.

To view our latest Ofsted report from May 2015 please [click here](#).



*"Students make **outstanding** progress"*

"Teachers create positive, constructive relationships"

*"Teaching is good and much is **outstanding**"*

"Students behave well and are keen to learn"

*"Arrangements for transition from the primary schools are **outstanding**"*

*"The school's work to keep students safe and secure is **outstanding**"*

Job Description

PRINCIPAL DUTIES & RESPONSIBILITIES

Post overview

To assist the work of the:

- Head of personalised learning in charge of intervention.
- To provide support to the head of personalised learning in tracking and monitoring the progress of pupil premium students.
- To enrich and support student learning, achievement and progress.
- To get to know students as individuals to support academic success and pastoral concerns.
- To work with the Key Stage Leader to facilitate smooth and effective communications with staff, parents and other agencies.

Specific Responsibilities:

Organisation, administrative and supervisory duties.

- To make staff aware of those students who are in receipt of Pupil Premium.
- When requested visit feeder primary schools to ascertain prior knowledge of new intake.
- Analyse achievement and progress data on a regular basis and act upon it.
- Develop initiatives to praise and reward students for the positive things they do.
- Arrange residential experiences, trips and other initiatives for students to inspire achievement, raise aspiration and develop a love of learning.
- Monitor and increase numbers of students accessing extra-curricular activities.
- To contact home to praise student performance.
- Be the link between student and staff to assist with progress and help with any concerns.
- To work with students to ensure they feel part of the school and cared for.
- To challenge students to 'be the best they can be' in all areas of their school life.
- To monitor and take action to improve students' punctuality and attendance to school and to lessons.
- To monitor and take action to improve students' behaviour and reduce numbers of detentions, internal exclusions and external exclusions.
- To contact home to discuss underperformance and intervention.
- To monitor and take action to improve attendance at parents' evening.
- Obtain regular feedback from the students to identify barriers to learning and enjoyment and act on these.
- To develop and keep up to date case studies for Pupil Premium students.
- To provide the Senior Leadership Team with progress reports on Pupil Premium students.
- To undertake training as required in order to fulfil the current and future needs of the post.
- Evaluate the programme on a half termly basis.
- To undertake any other reasonable request commensurate with this post.

Additional Responsibilities :

- Arrange and support key transition visits to post 16 colleges
- Support the securing of work experience placements that will inspire and challenge

Person Specification

Area	Attributes	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Good standard level of education, including level 2 or equivalent qualification in English and mathematics • 5 GCSEs at C or above (or equivalent) including English, Maths & Science • NVQ Level 2 / 3 or equivalent in relevant area • First Aid qualification 	<p>Yes</p> <p>Yes</p>	<p>Yes</p> <p>Yes</p>
Work or relevant experience	<ul style="list-style-type: none"> • Experience of working with children or vulnerable adults • Some knowledge of classroom administration support • Recent experience of working in an educational setting or relevant environment 		<p>Yes</p> <p>Yes</p> <p>Yes</p>
Knowledge and understanding	<ul style="list-style-type: none"> • A good knowledge of school-based education including child development • An understanding of the Government's Pupil Premium Strategy 		<p>Yes</p> <p>Yes</p>
Skills and abilities	<ul style="list-style-type: none"> • Good communication skills and ability to relate well to children, staff and parents • The ability to work on your own and as part of a team and maintain confidentiality • Demonstrate a calm and professional manner • Ability to relate well to children and adults • Excellent interpersonal skills and be able to motivate others to improve 	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	
Personal qualities	<ul style="list-style-type: none"> • Ability to bring to the role, initiative, enthusiasm and commitment • Flexibility and reliability • Willingness to develop skills with further training e.g. First Aid Training 	<p>Yes</p> <p>Yes</p> <p>Yes</p>	
Special conditions	<ul style="list-style-type: none"> • Willingness to undertake a DBS check 	<p>Yes</p>	



How to Apply

Applications should be made on the official application form which can be found by [clicking here](#) or visiting www.marywebbschool.com

The deadline for applications is 12 noon on Thursday 7th July 2022, and we will be interviewing week commencing Monday 11th July 2022. Please do not hesitate to get in touch with us if you have any questions or if you would appreciate an informal chat; we would be delighted to hear from you.

When completing the application form, please pay particular attention to:

- The guidance notes on the front cover.
- Section 7, Educational qualifications, please ensure you provide details of your qualifications, including GCE O level, GCSE or equivalent level 2 qualifications – a summary is not sufficient. Details of the institutions you studied at are required.
- Section 9, Further Details: Please limit this section to no more than 500 words.
In addition to the guidance provided, please outline your views on working with young people at both Key Stage 3 and 4. In addition, I would be interested in why you wish to work in an educational setting with young people in the 11-16 age range.
- Section 11, References: The requirement for two employment references, one of which must be your current or most recent employer. Please include email addresses if possible.
- We use an application form which states that the post is exempt from the Rehabilitation of Offenders Act 1974 and that the successful candidate must apply to have an Enhanced Disclosure from the Disclosure and Barring Service. The application form will request full and complete information about employment history.
- All applicants are required to disclose whether they have any convictions, cautions, court orders, reprimands and warnings which may affect their suitability to work with children.

You can send your application via:

Email to: nmurray@marywebbschool.com

Post to: Mrs N Murray, Mary Webb School & Science College, Pontesbury, Shrewsbury, Shropshire, SY5 0TG